MEMORANDUM

TO: Deans, Department Chairs, School Directors, and Faculty

FROM: Nadim M. Aziz, Interim VP for Academic Affairs and Provost

DATE: August 27, 2013

SUBJECT: eTPR Web Application

In preparation for the 2013-2014 Tenure, Promotion and Reappointment (TPR) review cycle, this memorandum is intended to communicate to you the establishment of a new eTPR web application and the phase-in plan.

New (first year) faculty and faculty who are in their second year in a tenure-track position are expected to submit their TPR notebooks electronically using the eTPR web application. In other words, eTPR replaces the TPR notebooks for these faculty members.

At their option, Colleges may decide to broaden their use of the eTPR web application to candidates who are in their third, fourth and fifth year, or are being considered for tenure and/or promotion.

It is the responsibility of the Department Chairs/School Directors and Deans to work with the faculty to ensure that the material submitted in eTPR is complete. If for any reason the candidate believes there is material that he/she wishes to be considered but cannot be included electronically in eTPR, the candidate should submit the hard copies of the material through the normal process (to Chairs/School Directors) and indicate the “tab” that this material falls under.

By phasing-in the electronic submittal of TPR material, in a few years, the paper TPR notebook as we know it will cease to exist.

cc: President James F. Barker